



# Annual General Supervision System Monitoring

November 8, 2012



# **Welcome and Introductions**



# Housekeeping

- Check in
- Mute phones \*6
- Webinar details
- Documents needed for this webinar
  - <http://www.maine.gov/education/speced/gsst/index.html>
  - Letter of Instruction
  - Child Record Audit Form -CRAF
  - Certification of School Personnel Form
  - Accuracy Certification Form



# **Review Letter of Instruction**

- OSEP requirement
- Based on May 10, 2012 MUSER



# Information:

- Electronic CRAF
  - Based on MDOE generated list which Kara will email.
  - AOS' will be reviewed by individual member units in.
- Sending units are responsible for FAPE
- Letter Of Findings (LOF) in April
- Corrective Action Plan (CAP) in June
- Evidence due by November 30, 2013,
- Corrections (OSEP Prong 1 and Prong 2)



# **DUE DECEMBER 30<sup>th</sup> the SAUs will send:**

- Accuracy Certification form
- 3 of each of the following:
  - ☐ Completed Adverse Effect forms
  - ☐ Completed Learning Disability Evaluation Reports
  - ☐ Completed Speech/Language Eligibility forms
  - ☐ Completed Summary of Performance forms
- 3 IEP's of students who take the alternate assessment



# **DUE DECEMBER 30<sup>th</sup> the SAUs will also send:**

- Electronic CRAF: using the MDOE generated list
  - B11—CRAF item #13
  - CRAF item #28—WN provided to parent
  - CRAF item #29—IEP mailed to parent within 21 school days
  - CRAF items #36-48
- Current referral policy and child find policy and procedures
- IEP Fund Authorization Letter: submit letters—for all who are designated to commit funds
- Certification of School Personnel



# **DUE March 5<sup>th</sup> the SAUs will send:**

- B13 Secondary transition
  - Training on January 14, 2013
  - Submission of 5 IEP's by March 5, 2013





# Submitting Documents

- Electronic vs paper

- ☐ Electronic to [kara.farwell@maine.gov](mailto:kara.farwell@maine.gov)

- ☐ Paper to:

- Department of Education, Attn: Kara Farwell,  
23 State House Station, Augusta, ME  
04333-0023

- Labeling is **very important!**



# Site Visits

- January thru March – SAUs will be notified of dates this week.
- Will be reviewing 5% of child records (minimum of 5) with a representation across disabilities, ethnicity, and grades (where possible).
- On Site review will be at one centralized location.



# Questions?